

# ***Training Course Specification***

## **Course: Microsoft Word XP 2002 Level 1; Introduction**

### **Duration: One-Day**

#### **COURSE OBJECTIVES:**

- Create and save documents for easy retrieval
- Insert and delete text to edit a document
- Move, copy, and replace text
- Modify text for emphasis
- Learn document and paragraph formatting
- Set and remove tab stops to enhance document appearance
- Use margins, indents, bullets, and numbering to change text layout
- Create web pages and convert documents to web pages

#### **WHO SHOULD ATTEND:**

Microsoft Word XP combines a powerful word processing application with the user-friendly atmosphere of Windows 98. Training participants will learn the basics of creating, editing, and saving documents in our Fundamentals level class. They will learn to use Online Help and to modify and enhance character appearance. Participants will format text into tabular columns, create and manage tables, use error-checking tools, and control page layout with margins, indents, and page breaks.

#### **EXPERIENCE NEEDED:**

Delegates should have an understanding of any of the following operating systems Windows 98/NT/2000/ME

#### **COURSE CONTENT**

##### **1: CREATING AND EDITING DOCUMENTS**

STARTING DOCUMENTS  
STARTING WORD  
IDENTIFYING COMPONENTS OF THE WORD  
SCREEN  
USING TOOLBARS  
DISPLAYING AND HIDING THE OFFICE ASSISTANT  
CREATING AND OPENING DOCUMENTS  
MOVING THE INSERTION POINT  
BUILDING AND EDITING DOCUMENTS  
SELECTING TEXT  
REPLACING AND DELETING BLOCKS OF TEXT  
MOVING AND COPYING TEXT  
MODIFYING PAGE BREAKS  
FINISHING DOCUMENTS  
PREVIEWING DOCUMENTS  
PRINTING DOCUMENTS  
CLOSING DOCUMENTS  
SELF-CHECK EXERCISE

##### **2: FORMATTING TEXT**

ENHANCING TEXT  
APPLYING TEXT FORMATTING EFFECTS  
REMOVING TEXT FORMATTING  
USING UNDO AND REDO  
USING THE REPEAT COMMAND TO APPLY  
FORMATTING  
VIEWING AND COPYING FORMATTING  
USING FORMAT PAINTER  
USING BULLETS AND NUMBERS  
APPLYING BULLETS AND NUMBERS AS YOU TYPE  
SELF-CHECK EXERCISE

### **3: FORMATTING DOCUMENTS**

FORMATTING PARAGRAPHS  
CHANGING LINE OR PARAGRAPH SPACING  
INDENTING PARAGRAPHS  
SETTING TABS USING THE TABS DIALOG BOX  
SETTING TABS USING THE RULER  
FORMATTING PAGES AND SECTIONS  
SETTING MARGINS  
INSERTING PAGE NUMBERS  
INSERTING AND DELETING SECTION BREAKS  
USING THE GO TO COMMAND  
APPLYING PAGE SETUP FORMATTING TO SECTIONS  
CHANGING A SECTION'S PAGE NUMBERING  
SELF-CHECK EXERCISE

### **4: USING ADVANCED PAGE SETUP TECHNIQUES**

USING HEADERS AND FOOTERS  
CREATING ALTERNATING HEADERS OR FOOTERS  
CREATING SECTION HEADERS OR FOOTERS  
USING STYLES AND TEMPLATES  
CREATING STYLES  
EDITING STYLES  
DELETING STYLES  
APPLYING TEMPLATES TO EXISTING DOCUMENTS  
USING TEMPLATES TO CREATE DOCUMENTS  
GENERATING ENVELOPES AND LABELS  
CREATING LABELS  
CREATING WEB PAGES  
CREATING HYPERLINKS  
FOLLOWING HYPERLINKS  
SELF-CHECK EXERCISE

### **APPENDIX A: WHAT'S NEW IN WORD XP?**

THE OFFICE TASK PANES  
SMART TAGS  
OTHER NEW FEATURES RELEVANT TO WORD

### **APPENDIX B: WHAT'S NEW IN OFFICE XP?**

APPENDIX B; WHAT'S NEW IN OFFICE XP?  
NEW OFFICE XP FEATURES COMMON ACROSS APPLICATIONS  
SMART TAGS  
AUTOCORRECT OPTIONS  
OFFICE XP CLIPBOARD  
OFFICE EMAIL INTRODUCTION  
OTHER NEW FEATURES IN OFFICE XP

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